

Module 12

Chapter 2

Army Laboratory Personnel Demonstration

Chapter Overview

Introduction This chapter explains how DCPDS is used to manage the personnel assigned to the Army Laboratory Personnel Demonstration Project.

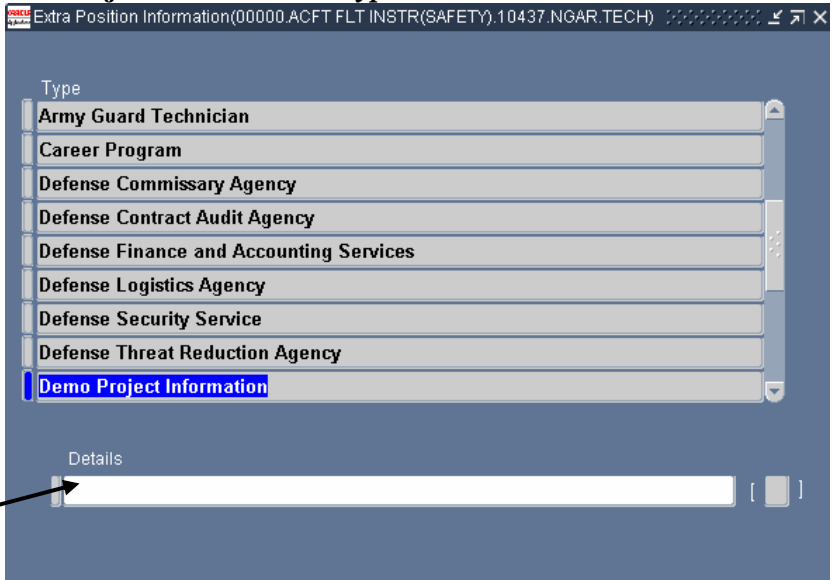

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Army Lab Demo - Position Builds

Purpose

This section explains the steps for building Army Lab Demo Positions.

Step	Action
1	Refer to Module 2, Position Management and Classification Using the DCPDS, Chapter 1, Building a Position to build a Demo Project position following the steps in the Section – Building a Position.
2	<p>When completing the Extra Position Information window, select Demo Project Information Type. Click the Details data field.</p> 
3	<p>The Extra Position Information Flexfield opens. Type in the data or use the LOV in Demo Location Code. Do not input Demo Pay Plan and Demo Broadband. Click the <OK> button then click the Save icon on the Toolbar.</p> 

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Army Lab Demo - Position Builds

Step	Action
3	<p>Note:</p> <ul style="list-style-type: none">• <i>Demo Pay Plan</i> and <i>Demo Broadband</i> are left blank. Pay Plans and Grades are maintained in US Gov Valid Grade Information. <p>Ensure the GS Pay Plan(s) applicable to this demo are built in the Extra Position Information window - US Government Valid Grade Info Type in the <i>Details</i> data field.</p>
4	Continue with this section in the User Guide, to include Validating the Position section.

Army Lab Demo – Personnel Actions

Purpose This section explains the steps for processing personnel actions for Army Lab Demo employees (**Demo Location Code = R**; **Pay Plan = DB, DE, DJ, DK, DV, DZ**; and **Pay Plan = 00**).

Personnel Actions All RPA processes and GPPA NOAs are used for this demo, except for 892 (WGI), and 888 (WGI Denial). The **Authority Code** is usually Z2U (Public Law 103-337). On some NOAs, it is used as the 2nd Authority Code and not the first.

NOAs	Explanation
892	WGI - Not used
888	WGI Denial - Not used
885	Performance Award (Used for Bonus Payout)
877	Special Act or Service Award
816	Relocation Bonus - no percent limits.

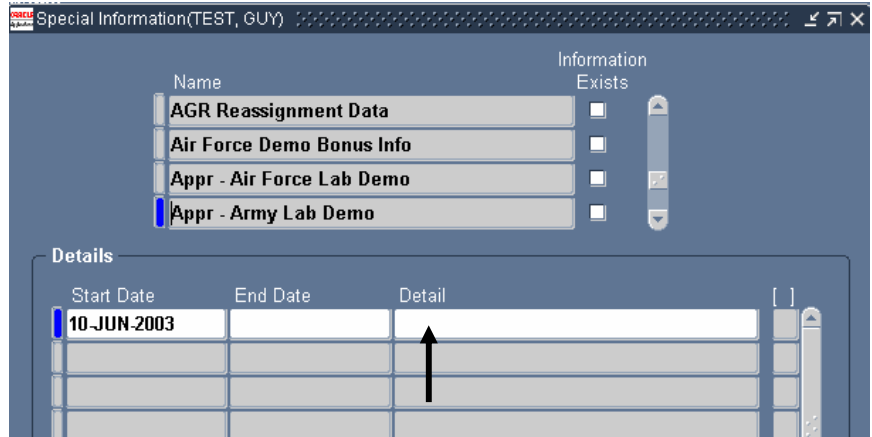
Army Lab Demo – Appraisal Input

Purpose This section explains how appraisal data is input into the employee's record. See Module 5, Workforce Relations Using the DCPDS, Chapter 2 Performance Award Information.

Appraisal Input Upon accessing an employee to the system, the **US GOV PERF APPRAISAL** will auto populate only the date the first appraisal is due.

- When it is time to input the appraisal, you **will not** enter it in the **US GOV PERF APPRAISAL** Flexfield.

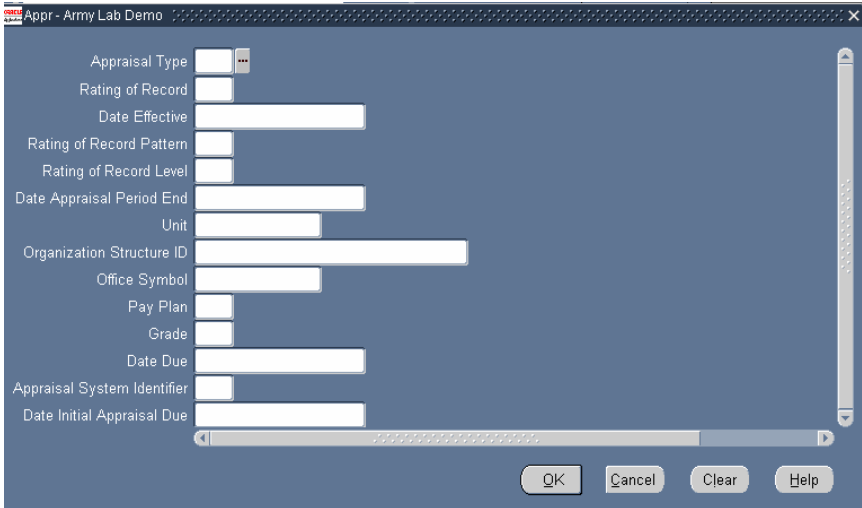
You will enter the appraisal in the **Appr - Army Lab Demo Name** data field using the steps in Module 1, Fundamentals of the DCPDS, Chapter 5, Updating and Viewing the Employee Record: Using the Special Information Type.

Step	Action
1	<p>In the populated People window, click the <Special Info> button to open the Special Information Flexfield</p>  <p>Scroll down and select Appr - Army Lab Demo. Click in the Details data field.</p>

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Army Lab Demo – Appraisal Input

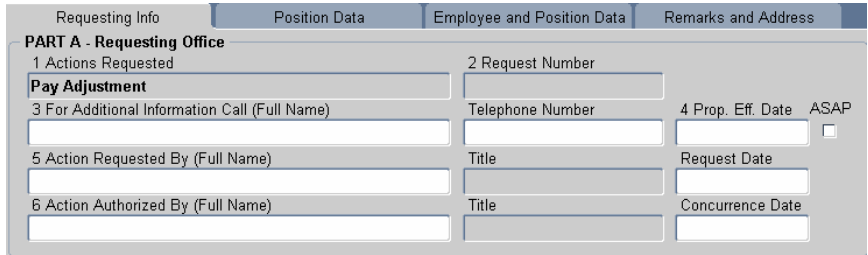
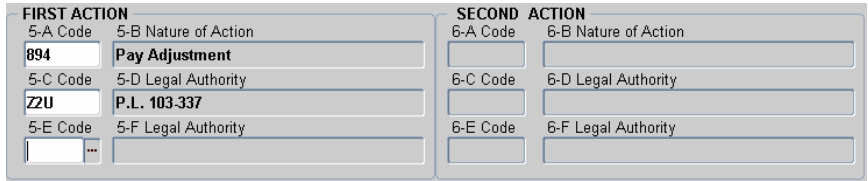
Appraisal Input, continued

Step	Action
2	<p>The Appr – Army Lab Demo Flexfield opens. Type in the data or use the LOV.</p>  <p>Click the <OK> button. The Detail data field populates with the data.</p>
3	Click the Save icon on the Toolbar to save your action.
4	<p>Using the data input, the system automatically populates the Fed appraisal area using the Appr - Army Lab Demo Flexfield.</p> <p>Note: The appraisal rating code is converted from Army alpha values to the equivalent OPM numeric values to flow to CPDF properly.</p>

Army Lab Demo – Demo Payout

Purpose This section explains how to process a Demo Payout.

Demo Payout NOA 894, **Pay Adj**, is used with **Authority Code Z2U**. Each demo payout is done individually, not in mass. There are no salary calculations performed automatically. Salary is calculated manually. To input the payout manually, one by one, use the steps in Module 3, Processing Personnel Actions Using the DCPDS, Chapter 1, Processing a Request for Personnel Action.

Step	Action
1	<p>Navigation Path Request for Personnel Action Salary Change Pay Adjustment <Open>. The RPA opens:</p> 
2	With the cursor in the Name data field, click the LOV, and select the employee's name or type in the information.
3	<ul style="list-style-type: none"> Type 894 in the 5-A Code data field. Data field 5-B Nature of Action automatically populates with "Pay Adj." Type Z2U in data field 5-C Code. Data field 5-D Legal Authority automatically populates with PL 103.337. 
4	Continue completing the RPA data fields as required. Click the Save icon on the Toolbar.

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Army Lab Demo – Demo Payout, continued

Demo Payout, continued

Step	Action
5	<p>To print the NPA (CUSTOM DEMO SF-50), you must:</p> <ul style="list-style-type: none"> • Click the “X” in the Box next to <i>Print Notification</i> to deselect the Fed version NPA. • Not select a printer. • Select “<i>Approval.</i>” • Then click <OK> to automatically print the custom NPA. <p>Note: The following applies to NPA (CUSTOM DEMO SF-50).</p> <ul style="list-style-type: none"> • The <i>Demo Pay Plan</i> should print on the NPA <i>FROM</i> and <i>TO INFORMATION</i> Regions of the <i>Pay Plan</i> data fields as appropriate for the NOA. • The <i>Broadband</i> should print as a roman numeral in the <i>FROM</i> and <i>TO INFORMATION</i> Regions of the <i>Grade</i> data fields as appropriate for the NOA. • Some reject messages on demo-unique items; e.g., “You are not authorized to use an NOA 892 or 893,” will not appear until you get to this point. You must: <ul style="list-style-type: none"> • First, complete all four pages of the RPA. • Complete the <<i>Extra Information</i>> flex field. • Route the RPA, save it, and <i>Update HR.</i> <p>When you delete the “X” in the <i>Print Notification</i> area and click the <OK> button for approval, you will finally see the reject messages appear.</p>

Army Lab Demo – Demo Bonus

Purpose This section explains the steps for processing an Army Lab Demo Bonus.

Demo Bonus NOA **885** is used for the Bonus pay out, with **Authority Code** Z2U. The dollar limit is \$10,000. To input the bonus, refer to these modules:

- Module 3, Processing Personnel Actions Using the DCPDS, Chapter 1, Processing a Request for Personnel Action.
- Module 5, Workforce Relations, Chapter 3 Awards Section: Entering a Monetary Award.

Step	Action
1	Navigation Path ▢ <i>Request for Personnel Action</i> ▢ <i>Award/One-Time Payment</i> ▢ <Open> .
2	The RPA opens. In Part B, enter the name of the employee receiving the bonus.
3	Enter the Effective Date , in Block 4.
4	With the cursor in the 5-A Code data field, click the LOV for the Nature of Action Code. Select 885, Performance Award. Type Z2U in 5C Code data field to populate the Legal Authority.
5	Page 2 of the RPA is automatically populated except for Award and Unit of Measurement (UoM) data fields. Type in the amount of the bonus in the Award data field and an “M” for Money in the UoM data field.
6	Complete the remainder of the RPA.
7	Route the RPA. Save it and Update HR .

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